



*The IIBU Degree*

*Master of Business Arts  
(Consulting)*

**Enrollment Application**



**The  
International Independent  
Business University**

*"Teaching Practical Business Advice that Works"™*

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# INTERNATIONAL INDEPENDENT BUSINESS UNIVERSITY

## ENROLLMENT APPLICATION

PLEASE PRINT OR TYPE

☐ New Applicant ☐ Returning Student

Applicant's Legal Name

\_\_\_\_\_  
(First) (Middle) (Last)

Social Security Number (US Residents Only) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Passport or ID No. \_\_\_\_\_ Country \_\_\_\_\_ Date of Issue \_\_\_\_\_

Home Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
City \_\_\_\_\_ State/County \_\_\_\_\_ Zip /Post Code \_\_\_\_\_

Country \_\_\_\_\_ email \_\_\_\_\_ Fax No. \_\_\_\_\_

### A. The IIBU MASTER OF BUSINESS ARTS (Consulting) Program

Preferred Start Date \_\_\_\_\_ Scheduled Completion Date \_\_\_\_\_ Approx. No. of Weeks \_\_\_\_

There are seven (7) Academic Tracks (each comprising nine Modules) PLUS a Capstone Project. Each Track is three credits. Capstone is nine credits. All students will proceed through the Academic Track and Capstone concurrently. Total 30 semester credits/450 hours.

A degree will be issued after the completion of the entire program if all tuition fees are paid in full.

### B. Itemization of TOTAL TUITION FEES (in USDollars)

CHARGES DUE UPON ENROLLMENT — non-refundable \$250

STUDENT TUITION RECOVERY FUND (CALIFORNIA RESIDENTS ONLY)

non-refundable: — \$2.50 per \$1,000 rounded to nearest \$1,000 \$ \_\_\_\_\_

OTHER FEES for services rendered: —

Leave of Absence: \$100.00; Re-entry: \$100.00; Returned Credit Card: \$50.00

GRADUATION FEE — No Charge

TUITION FEES — (pro-rated on early withdrawal) include administration and e.library fees.

If you get a loan, you are responsible for repaying the loan plus any interest.

\$550 per credit: — 7 credits for 3 sequential quarters; 6 credits in 4th quarter; 3 credits in 5th quarter.

You are liable for charges in each payment period totaling this amount\*.

TUITION FEES — payable by credit card only, QUARTERLY in advance after acceptance:

Quarter 1 - 7 credits @ \$550 \$3,850

Quarter 2 - 7 credits @ \$550 \$3,850

Quarter 3 - 7 credits @ \$550 \$3,850

Quarter 4 - 4 credits @ \$550 \$2,200

Quarter 5 - 5 credits @ \$550 \$2,750

MBArts (Consultancy) Program TOTAL DUE FOR THE ENTIRE PROGRAM — \*\$16,750

TOTAL CHARGES FOR PERIOD OF ATTENDANCE \_\_\_\_\_

TOTAL CHARGES UPON ENROLLMENT \_\_\_\_\_

## ENROLLMENT APPLICATION

**PAYMENT INFORMATION:** The first charge to your credit card will be made within seven days after application acceptance by the University. Your enrolled course will then be uploaded to your online learning platform.

**Tuition Fees – Method of Payment:** ☐ Visa ☐ MasterCard ☐ AMEX

Cardholder Name: \_\_\_\_\_ Card No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**TERMS AND CONDITIONS** of this Agreement are not subject to amendment or modification by oral agreement.

I, the undersigned purchaser of the program of training, have read, understood and agreed to the terms and conditions contained herein bearing my signature. I certify having received an exact copy of this Agreement, a copy of the IIB University Catalog and a copy of the School Performance Fact Sheet. I further acknowledge that no verbal statements have been made contrary to what is contained in this Agreement.

**I understand that this is a legally binding contract when signed by me and accepted by the University. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the IIB University's cancellation and refund policies have been clearly explained to me.**

**I hereby authorize the IIB University to charge the quarterly payments as they fall due to my credit card as detailed above.**

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Signature of Applicant —	PRINT Name	Date
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Signature of School Official Accepting Enrollment	PRINT Name & Title	Date
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### C. REFUND POLICY – STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your Agreement for a program of instruction, without any penalty or obligations, before the first lesson and materials are received. The IIB University will transmit the first lesson and any materials to you within seven days after the institution accepts the enrollment agreement. Cancellation is effective on the date written notice of cancellation is sent. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro rata refund if you have completed 60 per cent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: International Independent Business University, 530 S. Hewitt Street, Suite 425, Los Angeles, CA 90013. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage required for guaranteed delivery.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. If you have received federal financial aid funds, you are entitled to a refund of moneys NOT paid from federal student financial aid program funds.

## SCHOOL PERFORMANCE FACT SHEET - 2010

\*The Master of Business Arts program is new. Therefore, the number of students who graduate, the number of students who are placed or the starting salary that can be earned after finishing the educational program are unknown at this time.

Nevertheless, the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010, requires under section 94910 of CPPEA that a school provide information for each program offered in regards to completion rates, placement rates, licensure exam pass rates, and salary/wage information.

Program Name	Completion Rate	Placement Rate	Licensure / Examination Pass Rate
*MASTER OF BUSINESS ARTS			N/A

I have read and understand the above completion and placement rates. Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Program Name	Number of Graduates Employed in the Field	Annual Wages (\$5000 increments)
*MASTER OF BUSINESS ARTS		

Information regarding general salary and placement statistics in similar fields of study may be available from government sources but it is not equivalent to actual performance data. Wage and salary data will be gathered using the following data: graduate employment data, when available.

I have read and understand the above annual wages information. Initials: \_\_\_\_\_ Date: \_\_\_\_\_

The California Private Postsecondary Education Act (CPPEA) of 2009 states that each institution that offers an educational program designed to lead to a particular career, occupation, vocation, trade, job, or job title shall disclose the wage and salary data for the particular career, occupation, trade, job, or job title, as provided by the Employment Development Department's Occupational Employment Statistics, if that data is available. Statistics are not available for employment wage information as they pertain to an academic credential such as Bachelor of Business Administration, Master of Business Administration and Doctor of Business Administration.

I have read and understand that EDD wages information is not available. Initials: \_\_\_\_\_ Date: \_\_\_\_\_

This Fact Sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam pass rates, this Fact Sheet contains available information as calculated pursuant to state law.

Any questions a student may have regarding this Fact Sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

P.O. Box 980818, Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Tel: 916.574.7720.

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with an IIB University official prior to signing an Enrollment Agreement.**

\_\_\_\_\_  
Student Name - PRINT

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official - PRINT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## WITHDRAWAL FROM THE PROGRAM

You may withdraw from the IIB University at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 per cent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the IIB University of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The IIB University terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the University; absences in excess of maximum set forth by the University; and/or failure to meet financial obligations to the University.
- The student has failed to attend class for the entire Quarter (90 days).
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students "scheduled days" is based on a five-day week, which does not include Saturday or Sunday, or any defined holiday within the IIB University Catalog. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 90 days.

IIB University shall transmit all of the lessons and other materials to the student:

1. If the student has paid for the educational program as per the terms above; and,
2. If, after having received the first lesson and initial materials, the student requests in writing that all of the materials be sent. If the IIB University transmits the balance of the material as the student requests, the University shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

## UNDERSTANDINGS

INITIAL  
each box

1. **Catalog:** Information about IIB University is published in a school catalog that contains a description of certain policies, procedures and other information about the school. IIB University reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in IIB University, the Student agrees to abide by the terms stated in the catalog and all school policies. ☐
2. **Transmission of Lessons/Materials:** IIB University shall transmit all of the lessons and other materials to the student if: ☐
  1. The student has fully paid for the educational program as per the terms above; and
  2. After having received the first lesson and initial materials, requests in writing that all of the material be sent. If IIB University transmits the balance of the material as the student requests, the University shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

3. **Disclosure Authorization:** I authorize the IIB University to discuss with me over the phone my student record. It is further understood that it is my assigned student ID or social security number that will enable me to access my student records. If I am unable to verify these numbers to IIBU, the University will not discuss my records with me. ☐
4. **Academic Track Completion Policy:** Each Academic Track consists of nine (9) modules with assignments and examinations required for each. To complete a Track, a student has to pass all nine modules and submit a paper for assessment. Successful completion is evaluated according to the point system articulated in the IIBU's Catalog. If a student fails a Track, he/she will have to repeat that Track prior to advancing to the Capstone Project. ☐
5. **Program Extension:** All students are expected to complete all seven (7) Tracks after four quarters prior to advancing to the Capstone Project. The Program can be extended ONLY if the student's request for Leave of Absence is granted according the University's rules. ☐
6. **Re-entry Fee:** A Re-entry fee in the amount of \$250 will be charged to any student who is withdrawn and is approved to re-enroll. ☐
7. **Graduation:** I understand that I will be awarded a Master of Business Arts degree when I have completed all of the program requirements and that to graduate I must have a 3.0 grade point average, and have satisfied all financial obligations. ☐
8. **Notice concerning transferability of credits and credentials earned at our University:** The transferability of credits you earn at the IIB University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Master of Business Arts Program is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this University is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this University will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending IIB University to determine if your credits, or degree will transfer. ☐
9. **Career Services: Placement assistance may be provided. However, it is understood that the University does not and cannot promise or guarantee either employment or level of income or wage rate to any Student or Graduate.** ☐
10. **Tuition:** Tuition covers the cost of individual curriculum design, online study materials, examination, faculty and administrative counseling. Required and reference textbooks however are not included in tuition. Tuition is payable in US funds, by credit card only. Tuition must be paid in full before the final course grade will be released or the student will be allowed to continue to the next course enrollment. IIBU reserves the right to change course materials (revise course content, required text, etc.) of a program as deemed necessary by the IIB University Board. ☐
11. **Questions:** Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Tel: 888.370.7589. ☐
12. **Complaint:** A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Website, [www.bppe.ca.gov](http://www.bppe.ca.gov). ☐
13. **Arbitration:** Any dispute arising from enrollment at IIB University, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") at Los Angeles, California, under its Commercial Rules. All determinations as to the scope or enforceability of this Arbitration Agreement shall be determined by the Arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction. ☐



14. **Financing:** The student understands that, if a separate party is financing his/her education, the student, and the student alone, is directly responsible for all payments and monies owed to the University listed on this agreement. ☐

15. **Loan:** If a student is eligible for a loan guaranteed by the USA federal or state government and the student defaults on the loan, both of the following may occur: ☐

- a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

16. **Student Tuition Recovery Fund Payment:** You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: ☐

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer, unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may assert, against the holder of the promissory note you signed in order to finance the cost of instruction, all of the claims and defenses that you could assert against this University, up to the amount you have already paid under the promissory note.

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### NOTICE

Prior to signing this enrollment agreement, you must be given a Catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

I certify that I have received the IIB University Catalog, which includes the School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact Sheet, and have signed, initialed and dated the information provided in the School Performance Fact Sheet.

(\_\_\_\_\_) IIB University Catalog  
Initial

(\_\_\_\_\_) School Performance Fact Sheet  
Initial

This University's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.
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